

MEMBER



INTERCOLLEGIATE  
BROADCASTING SYSTEM

## THE WILLIAMS NETWORK

# W M S

"THE VOICE OF WILLIAMS COLLEGE"

STUDIOS AND OFFICES  
JESUP HALL  
WILLIAMSTOWN, MASSACHUSETTS  
PHONE 482

October 24, 1947

Miss Grace Marshall  
Chapin House  
Smith College  
Northampton, Mass.

Dear Miss Marshall,

I hope that the following information will answer your inquiries as to our executive organization on WMS. We have attempted to keep it as simple as possible and yet have authority and responsibilities completely delegated.

Legal and financial responsibility rests with the Board of Directors, which is composed of the President, Technical Manager, Production Manager, and Treasurer of the station together with two members of the Faculty appointed by the college president. The two Faculty members are as a rule chosen from the physics department, to aid in technical problems, and from the English department, for production assistance. Long range planning and general advice constitute the main problems of the Board of Directors.

The actual administration of the station is left to the Executive Board of the station. The President, Treasurer, Technical Manager, Production Manager, Announcing Manager, Head Controlman, and IBS Representative. The President acts as a coordinator of the functions of the various departments.

The Treasurer acts as business manager and has on his staff an assistant business manager, who keeps the books and generally supervises the office, and an advertising manager. He also serves as the station's representative on the Student Activities Council, an organization of the business managers of the activities on campus.

The duties of the remaining officers are more or less self-explanatory. The Head Controlman is subordinate to the Technical Manager, and supervises the actual operation of the technical equipment. Previously these two capacities were combined, but proved to be too much for one person to handle. The Production Manager has as assistants a music director, a chief script writer, and a special events man. The Announcing Manager devotes his time primarily to the training of announcers

640 ON YOUR DIAL





MEMBER



INTERCOLLEGIATE  
BROADCASTING SYSTEM

## THE WILLIAMS NETWORK

# W M S

"THE VOICE OF WILLIAMS COLLEGE"

STUDIOS AND OFFICES  
JESUP HALL  
WILLIAMSTOWN, MASSACHUSETTS  
PHONE 482

with the assistance of the public speaking department. He also has an administrative assistant to help with schedules, etc. My job as IBS representative is to maintain relations with the New York office and with other stations, in addition to serving on the Governing Council of IBS.

We have found that the above organization works out satisfactorily. We are essentially a small college station and as such are unable to present much along the line of dramatic programs. For this reason our production department has been simplified. Naturally there is a great deal of assistance given between departments.

Although in the past we have used the method of transmitting through wires in the heating tunnels, we are now changing to a system of coupling on the college and town power circuits and installing transformers to convert 110 V where necessary. Since I am not too well informed on the subject, I would suggest that you contact Peter Bigler, Beta Theta Pi House or Norton Cushman, DKE House, if you want further information on the subject.

Please feel free to call upon us for any information or assistance in the future. We are quite happy to see other stations developing in Western Massachusetts and want to give any help that we can.

Sincerely,

*John Kittredge*  
John Kittredge  
IBS Representative

640 ON YOUR DIAL



